



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 645.3

Job Title: **CRIMINALIST III**

Pay Grade: 23

### **GENERAL SUMMARY:**

Supervises technical and support personnel in the coordination, collection and analysis of evidence. Receives, preserves, stores, secures and transfers items of evidence submitted to the Crime Laboratory. Performs moderately complex and complex analysis of substances and physical evidence that may include hazardous biological and chemical substances. Interprets the data, writes reports on the results and testifies as an expert in a court of law.

### **RESPONSIBILITIES:**

- Supervises and monitors technical and support personnel, work assignments and job performance.
- Performs moderately complex and complex analysis of suspected controlled substances and other evidence such as glass, explosives, firearms, hair, paint, handwriting and physiological stains and fluids.
- Testifies as an expert witness regarding the scientific conclusions obtained from analysis.
- Supervises, trains and develops Criminalists I and II, Laboratory Technicians and support personnel.
- Prepares accurate and precise notes and technical reports; maintains records, files and supply levels.
- Develops and prepares standard operating procedures, goals and objectives, techniques, policies and reports.
- Collects evidence from crime scenes, suspects and/or complainants.
- Provides technical assistance to police officers, the District Attorney's Office and other law enforcement personnel.
- Advises personnel of new developments in Forensic Science; researches and develops new procedures and methods of analysis.
- Supervises and participates in projects as assigned by a supervisor.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline.

#### **ANALYTICAL CHEMIST**

Bachelor's degree in Chemistry, Criminalistics, Biology, Physics or a closely related field with a minimum of 30 hours of Chemistry.

#### **SEROLOGIST**

Bachelor's degree in Biology, Molecular Biology, Biochemistry, Genetics or a closely related field. Must have successfully completed courses in biochemistry, genetics, molecular biology or other subjects providing a basic understanding of forensic DNA analysis, as well as courses or training in statistics and population genetics as it applies to forensic DNA analysis.

## **SPECIFICATIONS: (continued)**

### **FIREARMS EXAMINER**

Bachelor's degree in a physical science or a related engineering field.

### **EVIDENCE TECHNICIAN**

Bachelor's degree in a science field related to the type of work being performed. Four (4) years of previous law enforcement experience, as a peace officer, may be substituted for the college degree.

### **EXPERIENCE:**

Four (4) years experience in a forensic laboratory as a criminalist are required, with a preference for at least two (2) of the years performing Criminalist II duties.

### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

### **WORK ENVIRONMENT:**

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

**JOB FAMILY:**

Criminalist I  
Criminalist II  
Criminalist III  
Criminalist IV

*Effective: October 1990*

*Revised: August 2002*